

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Patrice Morgan</i>
2. Database Title: <i>Locality Disposal Log (of records)</i>	5. Phone Number: <i>804-692-3600</i>
3. Database Acronym: <i>None</i>	6. Signature & Date: <i>for C. P. Morgan</i>
7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i> <i>(see Attached)</i>	
Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

INFORMATION REQUESTED:

1. Public Body Name & Numeric Code: (Library of Virginia - #202)
2. Database Title: Locality Disposal Log
3. Database Acronym: [if any]
4. Point of Contact: Records Management and Imaging Services Division
5. Phone Number: (804) 692-3600
6. Date Submitted: 7/18/97
7. Database Description & Contents operations. This is a log of the disposal information submitted by localities on the Certificate of Records Disposal (Form RM-3). Includes the name of the locality, division, [authorization] no., certificate date, amount, total. The volume of locality records destroyed is included in our quarterly and annual reports.
8. Date of Last Update: July 11, 1997
9. Frequency of Update: weekly, bi-weekly
10. Formats available and Schedule of Fees: Available in printed format at \$0.25 per page plus \$1.00 postage and handling per request. We do not receive requests for this information.